

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Estate Maintenance & Engineering services

Plot no 1 sector 20 MIHAN (Non Sez) Nagpur-441108

Ph.No. – 07122870331 Email: adminoffice@iimnagpur.ac.in

Invitation to Offer

Name of bidder & Address: 	Inquiry Ref. No. IIMN/EM&ES/2023-24/15 dated 18-08-2023	Date of Issue: 18-08-2023
	Submission of quotation: On 28-08-2023 up to 3.00 PM, Estate maintenance, IIM Nagpur MIHAN Campus	Offer Valid up to 3 Months
Ph. No.: _____ Email id: _____	Date & time of opening of Quotation/Bid: 28-08-2023 by 3.30 PM. IIM Nagpur, MIHAN campus, Nagpur-08	Issued by: Estate Department

We invite your Quotation for the item mentioned below. Please return this form, duly filled in all respects, in a sealed envelope to reach us at the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Annexure A

Name of work: Provision of Aluminium door & Mirror at Sport Block for IIM Nagpur

Sr. no	Description of Item	Qty.	Unit	Unit Rate (Rs)	Total Amount (Rs)
1	Mirror Glass: - Supplying, Transportation, and installation of 6mm Mirror Glass Non toughened Thickness 6mm (Saint. Gobain Make) with crystal polish, glass Stick on MDF composite laminated with all types of required accessories like: - SS Glass Nobs, Silicon, Rubber gasket, pressure tape, wooden packing. Using best quality Materials and required Accessories with complete in all respect and making good as per Specifications and site engineer's instruction.	27.0	Sq.m		

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2	Providing and fixing in position, Double shuttered aluminium extruded powder coated openable door of a specified size with aluminium door frame of powder coated section 101.60 x 44.75mm x 2.5 mm thick and shutter comprising of powder coated section having bottom and lock rail of size 150 mm x 44.5 mm x 2.5 mm thick top rails 47.62 x 44.45 mm x 2.5 mm thick, vertical style 47.62 x 44.45 mm, 2.5 mm thick and for shutter plain glass panes 6mm thick Toughened Glass (Saint Gobain make) for top panels and bottom panels, etc., I.S.I. mark, having heavy duty concealed lock, necessary beading, glazing clips, PVC gaskets, 250mm length aluminium tower bolts, Hydraulic 300 mm S.S handle, etc. as per detailed design and drawing or as directed by an engineer in charge including all materials, labours, and equipment, etc. complete (Powder coating as per existing colour) section – Jindal, Hindalco	6.50	Sq.M		
	Amount				
	<u>GST % & Amount</u>				
	Total Amount including Freight/Transit Insurance and all Taxes:				

Total Amount in Words:(_____)

Payment terms: After delivery on submission of Tax Invoice by NEFT /RTGS

Note: IIM Nagpur reserves the right to accept the quotation or reject any or all quotations without assigning any reasons.

Sign & Stamp of Bidder / Supplier

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1. Glass Door (Double Door)

To block entry into GYM through passage.

Location: Sports Complex GYM Entrance Area.



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2. Full-length Mirrors inside GYM

Location: Sports Complex GYM, Dumbbells Area.



Note: All Dimensions are in Meters and approximate.

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3. Full Length Mirror at Yoga Hall



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Annexure A

General Conditions for Bidders

1. Firm must have the following certifications/ accreditations/registrations, copies of which are required along with bidding/ quotations
 - (a) PAN No.
 - (b) GST No.
1. **Price:** Prices quoted by the supplier and accepted by the Institute are final, and no deviation therefrom will be accepted without the Institute's specific agreement in writing. The quantity of items in the Price Bid is tentative and may increase or decrease as per actual requirements at the time of releasing the PO.
2. **Specifications:** All materials and goods shall be, in every respect, equal to description, specifications, and to previous approved supplies (if any) and or samples submitted (if any) and shall be subject to the purchaser's inspection and approval within a reasonable time after delivery and, if rejected, shall be held at the supplier's risk or returned at the supplier's expense. It shall not count as having been delivered unless the purchaser elects to make the materials and goods fit for its purpose, in which case the supplier shall be debited with the cost thereof.
3. **Warranty:** Notwithstanding our acceptance, or right of inspection, and or any other terms and conditions in the purchase order, the supplier warrants that all goods supplied here are free from any defects and that they fully comply with the specifications.
4. **Delivery Period:** All materials should be dispatched within **45 days** from the date of order. In case of urgent requirements, the firm will be required to supply at short notice. No transportation/cartage charges will be provided for the same.
5. **Quality of Materials:** The firm will be entirely responsible for the supplied goods/materials' quality. The supplier should replace the rejected/ damaged consumable within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to a maximum of 5 % of the total ordered value by the Institute.
6. **Invoice:** To be sent in triplicate after satisfactory delivery of each order. The invoice must mention the Delivery challan, Order no., and date of delivery.

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7. **Payment:** Payment will be made within 15 days after receipt and approval of goods at our store office. **No Payment shall be made in advance on the basis of the order of award of work.** The Contractor shall submit the bill only after satisfactory delivery of the material to the satisfaction of the IIMN. **The payment will be made for the actual quantity supplied against each order.**
8. **Packaging:** The goods should be securely packed to withstand the rigors of rail, road, air, and sea transport (as applicable) to avoid breakage/pilferage in transit. Delivery challan should be sent along with the material quoting our order reference. Indicate on all invoices/bills the name of the transport company L.R.No. and date. Freight value and freight to pay or paid.
9. **Removal of rejected goods:** All materials/goods which are deemed to have been rejected by us shall be removed by the supplier at his own expense and risk within the time allowed by us. If the supplier fails to remove the rejected goods within the period allowed, we shall have the option to dispose of such goods, and all expenses incurred by us for such disposal shall be to the supplier's account.
10. **Control Regulation:** In case of anticipated delay in delivery, the reason must be intimated to us within 3 days. The supply and dispatch should be arranged in strict conformity with any control regulations applicable and after obtaining necessary permits in force from time to time.
11. **Jurisdiction:** For all intents and purposes, any contract under the order shall be deemed to have been concluded at Nagpur

Sign & Stamp of Bidder / Supplier

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Annexure-B

PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/ as stipulated in enquiry No IIMN/EM&ES/2023-24/ 15 dated 174-08-2023 I/ we accept the terms and conditions in Annexure B and hereby offer the rates for the **Provision of Aluminium door & Mirror at Sport Block for IIM Nagpur.** as per the rates quoted.

Name of the BIDDER _____

Signature of authorized person _____

Official seal of BIDDER